

CODES OF CONDUCT

The principles on which the Honor and Discipline Codes are founded derive directly from the mission and philosophy of Episcopal Collegiate School. Thus, the School expects and is committed to encourage conduct which is consistent with its core values as an Episcopal, academically-oriented place of learning. These core values are respect, reverence, and responsibility.

RESPECT: All members of the School community will treat others with respect at all times. Each student, employee, or visitor has the right to an environment of respect. Similarly, students are expected to act with respect towards their surroundings and physical resources.

REVERENCE: While the school welcomes students without regard to race, faith, or culture, it expects behavior to be consistent with the central Christian reverence for each person as an individual worthy of respect. This requires the exercise of acceptance, the practice of forgiveness, and the rejection of all forms of prejudice and discrimination.

RESPONSIBILITY: Ultimately, the responsibility for respectful and reverential conduct lies with the individual, and the highest form of discipline is that which is internalized and practiced voluntarily. Episcopal's policy is committed to encouraging self-discipline in its students. Consequently, the School will not discipline or exclude any student except as a result of action by that student or by his/her failing to comply with the standards in the Discipline Code or in the Honor Code.

THE HONOR CODE

In order to create an atmosphere of integrity at Episcopal Collegiate School, an Honor Code was enacted in the year 2003. By following the Honor Code, a sense of trust between faculty and students is developed, thereby allowing for a better learning environment.

All members of the Episcopal Collegiate family are expected to uphold the Honor Code. This includes faculty, staff, students, parents and administration. A statement of understanding and support of the Honor Code must be read and signed by all students and their parents before the student begins class in the fall as a tangible sign of support for the Honor Code. A student or parent choosing not to sign the statement of understanding jeopardizes his or her role in the school community.

Honor Pledge

I pledge that I will uphold the Honor Code with my mind, body, and spirit, that I have neither given nor received inappropriate or unauthorized assistance on academic work, and that I will respect the personal property of all people.

Middle School Honor Code Procedures

Infractions

Infractions of the Episcopal Collegiate School Middle School Honor Code shall include but are not limited to: stealing, lying, plagiarism, cheating (receiving help on a test or divulging information concerning a test to those who have not taken the test), the use of Cliff Notes, Spark Notes, or any other similar guides, viewing movies, videos, or tapes as a substitute for a complete reading of a book, using unauthorized translators, and failing to report any infraction of the Honor Code.

Using technology in an unauthorized manner that results in stealing, lying, cheating or plagiarism may be considered an Honor Code infraction.

Falsifying attendance records is an Honor Code offense. This includes calling in sick when actually a

student is tired, has a project or test due, or is out of town. Checking in late or out early for a fictional excuse and checking out without parental permission are also Honor Code offenses.

Procedures for Handling Honor Code Violations

- Confidentiality is of the utmost importance throughout the process.
- Teacher and/or student reports in writing the Honor Code incident to the Division Head and/or Dean of Students.
- Division Head and/or Dean of Students investigates the incident interviewing the student(s) named in the incident report and anyone else who might have information pertaining to the incident.
- The Division Head will review the information that has been gathered to determine if an infraction of the Honor Code has occurred.
- If the Division Head determines that there is an Honor Code violation, he or she will determine the appropriate consequences.
- Depending upon the seriousness of the offense, the Division Head may choose to convene an Honor Committee of Middle School faculty to review the facts surrounding the incident and to make a recommendation concerning consequences. If an Honor Committee is convened, all the information about the incident that has been gathered will be presented to the Committee by the Division Head. The Committee will make a recommendation to the Division Head. The Division Head will determine the appropriate consequences.
- The student and parents are notified of the findings and consequences.

Consequences for Honor Code Infractions

Examples of the consequences that may be applied to address an Honor Code infraction include but are not limited to:

- Any combination of teacher, principal or appropriate administrator, parent and student conference.
- Demerits
- Detentions
- Academic penalty
- Community service
- Exclusion from extracurricular activities
- Involvement of law enforcement personnel
- Restitution as applicable
- In-school suspension
- Out-of-school suspension
- Withdrawal
- Dismissal/Expulsion

Honor Probation

An Honor Code infraction may result in a student being placed on Honor Probation. If a student receives another Honor Code infraction while on Honor Probation, the student may be recommended for expulsion.

Multiple Infractions

Infractions are cumulative over a student's career in Middle School. Additional infractions of the Honor Code may result in expulsion. Students and parents should note that one Honor Code infraction could result in expulsion.

Upper School Honor Code Constitution

THE HONOR CODE

The members of the Honor Council are responsible for setting an example of this trust and informing the students of the Honor Code. The Honor Council promotes integrity, not only on school grounds, but in everyday life as well. In addition, the members of the Honor Council aid in deciding whether or not a student has broken the Honor Code and will recommend a punishment for the infraction.

What is the Pledge?

The honor pledge is intended to reflect the core values of the Episcopal Collegiate School.

"I pledge that I will uphold the Honor Code with my mind, body, and spirit, that I have neither given nor received inappropriate or unauthorized assistance on academic work, and that I will respect the personal property of all people."

The abbreviation "I pledge" should be written on every paper, test, or other academic work.

Article I. The Purpose of the Honor Council and Honor Code

Section 1. The purpose of the Episcopal Collegiate School Honor Code is to uphold ethical and moral standards in the community and to regard honor above all.

Section 2. The purpose of the Honor Council is to assist the community in implementing the Honor Code, primarily through education and disciplinary measures when necessary.

Article II. Creation and Termination of the Honor System and Council

Section 1. The Honor Code was created by a mutual desire of students, teachers, and administrators to formalize our School's commitment to high moral standards and a sense of community.

Section 2. The Honor Code may be terminated when two-thirds of the Upper School student body and faculty vote to do so.

Article III. Honor Council Officers, Their Election, and Their Duties

Section 1. The offices of the Honor Council shall be a President, a Vice President, and a Secretary.

Section 2. The Honor Council shall consist of four seniors, three juniors, two sophomores, and two freshmen.

Section 3. The President and Vice President should be senior members of the Council, while the secretary should be a junior member of the Council. The Council shall also consist of the Upper School Division Head, who acts as the sponsor. The administrator shall serve in an advisory role only and shall not have a vote in the Honor Council proceedings.

Section 4. The President of the Honor Council is charged with managing the Honor Council and seeing that its responsibilities are carried out. The President shall preside over Honor Council investigations and meetings. The President shall decide all questions of procedure and interpretation of this Constitution unless otherwise overruled by a two-thirds majority vote of Honor Council Representatives.

Section 5. The Vice President shall act as President if the President is not in attendance or is unable to fulfill his or her duties. The Vice President shall also assist the President in the responsibilities of the Honor Council whenever necessary.

Section 6. The Secretary shall keep records of all meetings and activities for the Honor Council notebook. The Honor Council notebook and the records within the notebook will be kept in the office of the Head of Upper School.

Article IV. Honor Council Representatives, Their Election, and Their Duties

Section 1. The representatives are elected by grades 9 through 11 in the spring. In the first month of the fall semester, freshmen class representatives are elected.

Section 2. The Council consists of four seniors, three juniors, two sophomores, and two freshmen. The members of the Honor Council will serve from the fall semester until the close of the academic year.

Section 3. It will be the duty and responsibility of each Honor Council member to report to the President anyone who is suspected of committing any infraction of the Honor Code.

Section 4. If a vacancy occurs on the Honor Council, a new representative is chosen immediately by the regular election process.

Section 5. If a member of the Honor Council is absent from more than three meetings, he or she will be removed from the privilege of office. Since Honor Council is the highest priority among student activities, it takes precedence over all other school business; however, every effort is made to schedule meetings around other conflicts. The President and the Head of the Upper School will discuss a serious and prolonged illness that causes a member to miss three or more meetings.

Article V. Meetings

Section 1. The Honor Council shall have at least two meetings each quarter, excluding those meetings called for investigative purposes. At least one representative from each grade must be present at each Honor Council meeting before the meeting can conduct its business.

Section 2. All representatives are required to be present unless otherwise notified or excused by the President.

Section 3. The Honor Council will make sure that each student brought before the Honor Council is dealt with fairly. The student in question will be presumed innocent unless proven guilty by a majority of the evidence. If no decision can be made, the student will be declared not guilty and the case will then be dismissed. Decisions are determined by consensus in which every member of the Honor Council agrees to support the verdict and the recommended penalty.

Section 4. No matter what decision is reached by the Honor Council, minutes of all investigative meetings shall be kept and recorded.

Section 5. Both the accused and any members of the Honor Council present at the meeting shall be bound to secrecy. **All deliberations of the Honor Council shall be kept confidential.** The President may, under special circumstances, discuss the case with a faculty member. The President may also discuss the case with the Head of School and/or Division Head.

Article VI. Infractions of the Honor Code

Section 1. Infractions of the Episcopal Collegiate School Honor Code shall include: stealing, lying, plagiarism, cheating (receiving unauthorized help on an assignment/test or divulging information concerning an assignment/test to those who have not taken the assignment/test); the use of Cliff Notes, Spark Notes or any other similar guides; viewing movies or videos as a substitute for or prior to a complete reading of a book; using unauthorized translators; and failing to report any infraction of the Honor Code.

Section 2. Using technology in an unauthorized manner is considered an Honor Code infraction.

Section 3. Falsifying attendance records is an Honor Code offense. This includes calling in sick when actually a student is tired, has a project or test due, or is out of town. Checking in late or out early for a fictional excuse and checking out without parental permission are also Honor Code offenses.

Section 4. Any student who is accused of committing one of these infractions shall be required to account for his/her actions to the Honor Council.

Article VII. Reporting Infractions of the Honor Code

Section 1. The intention of the Honor Code is that the first responsibility of reporting a violation lies with the student who has committed the offense. A witness to an Honor Code offense is encouraged to confront the accused first and to give him/her a chance to turn him/herself into the Council. Otherwise, the responsibility lies with the witness.

Section 2. Any student, faculty, or staff member having information concerning any infraction of the Honor Code shall report his or her findings in writing to the President, Head of School, or the Upper School Division Head.

Section 3. Information concerning violations of the Honor Code shall be treated as confidential by all persons involved.

Article VIII. Procedures for Handling Honor Code Violations

Section 1. The Honor Council President shall discuss a report of an Honor Code violation with the Upper School Division Head to determine if there is sufficient evidence to warrant an investigation.

Section 2. The Honor Council President and the Division Head shall meet privately with the student and explain the written charge to him/her. The President shall explain the following options to the student:

A. If the student pleads guilty to the charge, he/she shall sign the charge, acknowledging his/her agreement with it and his/her willingness to accept the consequences. If he/she chooses, the student may be present at the hearing with the Honor Council or the student may choose to remain anonymous to the Council by submitting a written statement. The Honor Council President shall report the findings of the Council to the student following approval of the Council's recommendation by the Administration. Written notification of the Council's findings will also be sent to the student's parents.

B. If the student pleads not guilty to the charge, a hearing shall be scheduled with the Honor Council and the President will investigate the charge further. The student may choose to attend the hearing or may submit a written statement to the Council. The student is permitted to select any faculty or staff member to assist him/her at the hearing. The Honor Council President shall report the findings of the Council to the student following approval of the Council's recommendation by the Administration.

Section 3. An accused student is encouraged to discuss an infraction with his/her parents in a confidential manner; however, the Council reserves the right to notify the parent(s) at its discretion.

Section 4. Whether a student is found to be guilty or not guilty of the infraction, written notification of the Council's findings will be sent to the student's parents.

Article IX. Consequences for Infractions of the Honor Code

Section 1. Some cases brought to the Honor Council require education about the Honor Code, but are not deemed offenses. These cases require no penalty and are not considered violations. They are called *negligence*. Negligence is defined as an observable action which arouses suspicion in the eyes of the Honor Council, but in which no intentional infraction appears to have occurred.

Section 2. Based upon the seriousness of the offense, the Council will recommend a suitable consequence to the Head of Upper School. Consequences may vary, depending on the seriousness of the offense. Consequences for a second infraction are typically more severe than for a first infraction. Generally, with a third infraction in Upper School, a student is suspended and warned that any other violations of the Honor Code will result in expulsion from the School. Expulsion must be approved by the Head of School.

Section 3: The consequences for a first offense will result in a detention. A second offense will result in a Saturday School. With a third infraction, a student is suspended for a minimum of three days and warned that any other violations of the Honor Code will result in expulsion from the School. In any case where there is an infraction involving cheating or plagiarism, the guilty student will receive a zero on the assignment in addition to the aforementioned consequences. The above minimum consequences should be expected by any student who commits an infraction, but the Honor Council may also adjust the punishments in direct correlation with the severity of the infraction. If the circumstances warrant, the Honor Council can, with a unanimous decision, vote to alter or suspend the above consequences.

Section 4. The School reserves the right to depart from these general guidelines for consequences if the Division Head or the Head of School believes the situation so warrants.

Article X. Appeal Process

All appeals are made in writing to the Head of School.